

STATEWIDE  
*Arizona Air National Guard*  
Active Guard/Reserve (AGR) Announcement  
JOINT FORCES HEADQUARTERS/HRO  
5636 East McDowell Road, Bldg M5710  
Phoenix, Arizona 85008-3495  
PHONE (602) 629-4826: DSN 853-4826  
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:  
17-377A

OPENING DATE:  
15-Sep-2017

CLOSING DATE:  
6-Oct-2017

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:  
Administrative Officer, GS-0341-12, O3/Capt-O5/Lt Col, MPCN:009699421

APPOINTMENT FACTOR:  
OFFICER ☒ ENLISTED ☐

AFSC:  
97E0

LOCATION OF POSITION: 161st Air Refueling Wing, Phoenix, Arizona

**AREA OF CONSIDERATION:** This position is the Active Guard and Reserve Force and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

**NOTE:** This position is subject to rotating shifts, night shifts, and weekends/holidays.

**NOTE:** This is being announced concurrently with Technician Vacancy #10049671-17-377

**NOTE:** Placement/Promotion is contingent upon control grade availability.

**NOTE:** Must be able to obtain a TS/SCI security clearance.

**NOTE:** Must be able to obtain 97E0 AFSC.

**INSTRUCTIONS FOR APPLYING:**

**Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:**

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

**The following documents are not required but strongly recommended for validation of experience/education:**

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.****

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## **NATIONAL GUARD REQUIREMENTS:**

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Individuals selected for Control Grade positions are subject to Control Grade availability.

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## **Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program**

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**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

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## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Knowledge of standard wing organization structure, command authority, and personnel management directives and procedures.
2. Skill in written and oral communication.
3. Ability to plan, organize, and coordinate work situations when diverse demands are involved.
4. General knowledge of guiding directives and procedures for Equal Opportunity, Inspector General, and Sexual Assault Prevention and Response programs.
5. Ability to develop and execute short and long range plans and programs.

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**SPECIALIZED EXPERIENCE:** Must have 36 months experience in administrative, supervisory, managerial or professional work which involved evaluating the effect of operating programs and recommending changes based on analysis and evaluation.

**BRIEF JOB DESCRIPTION:** This position is located in the Wing Headquarters of an Air National Guard (ANG) flying Wing or ANG Enclave. The purpose of the position is to function as the Wing's/Enclave's executive officer and advisor to the Air Commander in the management and administration of services essential to the operation of the Wing/Enclave, providing direction and leadership, with authority of the Air Commander, towards the planning, implementing and achievement of the Wing's/Enclave's strategic plan. Accomplishes staff work, often without precedence, that relieves the Air Commander of all but the most pressing and necessary decision and action policies in relation to base activities. Advises the Air Commander, recommending improvements in the formulation and application of base policies and procedures. Plans, directs, and/or participates in special Air National Guard and Wing/Enclave initiated studies and projects relating to organization, resource utilization, logistical support, and readiness programs. Reviews processes and procedures to determine the overall effectiveness, efficiency, and productivity of activities and programs. Directs actions required to implement procedures which will result in savings without compromising required standards of readiness, accuracy, and/or safety. Serves as the wing initial point of contact for legislative activities. Oversees the Information Management activities for the Air Commander and Vice Air Commander. Acts as an intermediary to solve significant or controversial issues, problems and disagreements that are referred to the Air Commander. Serves as the military liaison between the Wing/Enclave and the civilian National Committee for Employer Support of the Guard and Reserve (NCESGR) representatives. Establishes and maintains liaison with high-ranking public officials, corporate leadership, civic groups, other reserve components, the National Guard Bureau and respective headquarters staff representatives. Represents the Wing/Enclave in meetings with congressional, state and local officials, special interest and business group spokespersons, and local or national news media concerning ANG programs, activities, and requirements to gain support for ANG missions. Attends community functions and serves as a spokesperson to create public interest in ANG programs. Serves as the wing's primary Public Affairs representative, liaison to the local media and is responsible for preparing and coordinating news releases with local news agencies on items of interest to the mission, Wing/Enclave members, their families, and the community. Develops plans, programs, guidelines, and budgets geared to the installation population and organization. Assesses the installation's need for the establishment and/or modification of processes, procedures, contacts, and training necessary to carry out the program and meet the DoD and Air Force's objectives. Serves as the project leader for programs and activities involving several organizations or agencies, which are of significant interest to the Wing/Enclave and public. Provides oversight of the Wing/Enclave History Program, ensuring the timely and accurate capture of significant historical data, and generation of required reports. Prepares oral and written communications using principles, practices, techniques and analytical methods and interpersonal relations practices. Performs other duties as assigned.

**SELECTING OFFICIAL:** Col Troy Daniels

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